



UNITED STATES MARINE CORPS

COMMANDER, MARINE FORCES RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5400

ForO 5420.6

BOS

26 JUL 1995

ORIGINAL

FORCE ORDER 5420.6

From: Commander

To: Distribution List

Subj: RESERVE COMPONENT FACILITIES PROGRAM

Ref: (a) DoD Directive 1225.7

(b) SECNAVINST 11010.13A

(c) MCO 5420R.14D

Report Required: Board Meeting Minutes (Report Control Symbol
Exempt), par. 4a(3)

1. Purpose. To provide additional guidance for administering the Reserve Component Facility Program, and to provide membership and implementing instruction for the Joint Service Reserve Component Facility Board (hereafter referred to as the Board).

2. Cancellation. ForO 5420R.1.

3. Background

a. Reference (a) is the single source guidance for administering the facility programs of the Reserve component. Reference (b) implements and transmits reference (a). Reference (c) provides specific subject guidance for the Marine Reserve Component, as well as transmits and implements reference (b).

b. Each state's senior active duty Marine Officer attached to the Marine Forces Reserve (MARFORRES) will normally be assigned as the Primary Member, and the next senior Marine Officer will normally be assigned as the Alternate Member of the Board.

4. Action

a. Assistant Chief of Staff, Base Operations Section (BOS) will:

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(1) Appoint the primary and alternate members of the Board by letter, and maintain appropriate files.

(2) Serve as MARFORRES coordination point for all correspondence concerning the Board.

(3) Collect and maintain file copies of all board meeting minutes and forward original minutes to CMC (LFL).

(4) Compile project proposals and submit the Reserve Component Military Construction Unfunded Proposals Summary to CMC (LFL) per instructions contained in reference (a).

(5) Be prepared to brief the Marine Corps representative of each State Board on all future Marine Reserve projects planned within the individuals' state.

b. Board members will:

(1) Review reference (a) and become familiar with its contents, specifically enclosure (1) "Organizational Structure and Responsibilities of the Joint Service Reserve Component Facilities Board."

(2) Review minutes of previous Board meetings, particularly the status of pending military construction projects.

(3) Maintain a permanent file of the Joint Service Reserve Component Facility Board. This file will contain the following:

(a) Copy of reference (c) with all enclosures.

(b) Copies of the minutes of each Board meeting retained for 4 years.

(c) Names and addresses of the members of the Board from the other Armed Forces Reserve Components.

(d) Copies of all correspondence that pertains to the subject Board.

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(4) Attend all meetings of the Board.

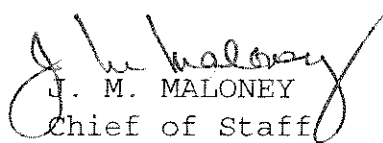
(5) Forward a copy of the board meeting minutes to MARFORRES (BOS).

(6) Notify MARFORRES (BOS) 2 weeks prior to the board meeting to receive updated project status.

(7) Notify MARFORRES (BOS) no later than thirty days prior to transfer of Board members to permit timely appointment or replacement.

(8) Notify Board chairman of any relief or appointment of Marine Corps board members.

5. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


J. M. MALONEY
Chief of Staff

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